

A young woman with dark curly hair, wearing a blue t-shirt and black leggings, is running on a grassy field while holding a football. She is smiling and looking towards the right. In the background, another person in a blue shirt is visible, and the scene is set outdoors with trees.

**SPORT+
RECREATION
ALLIANCE**

SPORT AND RECREATION ALLIANCE

**PROCUREMENT BRIEF:
FINANCIAL SERVICES**

A decorative graphic in the bottom right corner consisting of several light green hexagons of varying sizes arranged in a cluster.



ABOUT US

The Sport and Recreation Alliance is the voice of the grassroots sport and recreation sector. Since 1935, the Alliance (formerly known as the Central Council of Physical Recreation) has protected and promoted the interests of our vital sector and membership to government, policy makers and the media. We strongly believe in the transformational power of sport and recreation to positively shape lives and help drive societal and economic growth.

OUR VISION, PURPOSE AND MISSION



VISION

A vibrant, safe and sustainable sport and recreation eco-system which enables everyone to participate when, where and how they choose.



PURPOSE

We believe the power of sport and recreation should be recognised from the highest levels of Government to the grassroots.



MISSION

We enable sport and recreation bodies to do more than they can alone through the power of our collective advocacy and the strength of our services.

OUR VALUES



PERFORMANCE

We set ourselves high standards and hold ourselves to account for achieving them.

TEAMWORK



We're at our best when we're working as a team, collaborating to drive improvement.



INTEGRITY

We recognise the importance of acting with professionalism and ensuring that what we do is consistent with what we say.

- 1 Protect** sport and recreation with key decision makers.
- 2 Provide** services, solutions and connectivity to make our members' lives easier and allow them to focus on what they do best.
- 3 Promote** the positive power of sport and recreation to create the conditions for success.

OUR STRATEGIC OBJECTIVES

We are seeking a supplier to provide financial services to the Alliance. This is a single, integrated contract combining strategic planning, management, reporting and oversight with day-to-day operational processing. The supplier will work initially alongside our existing accountancy provider to provide services and establish future working procedures and protocols.

The supplier will be responsible for:

- Day to day operational processing
- Budgeting and forecasting
- Month end reporting
- Year end and Audit
- Committee/Board reporting and financial strategy
- Regulatory reporting - Tax, Financial statements, Companies House, Pension schemes

The supplier will work closely with:

- The Alliance CEO and Senior Management Team
- The Alliance Finance and Audit Committee
- The Alliance Board
- The Alliance Staff Team
- The Alliance's current accountancy provider

THE **BRIEF**



The supplier will be responsible for ongoing financial services to the Alliance, working initially alongside the Alliance's current provider for accountancy services. This will include responsibility for:

Day to day operational processing

- Provision and management of accountancy software (currently Xero)
- Bookkeeping
- Bank account reconciliation
- Balance sheet reconciliations
- Supplier invoice processing & payments
- Expenses and corporate credit card management, processing & payments
- Revenue invoice raising
- Debt collection
- Management of pension schemes including uploading of starters, leavers, change of hours and salary to LPFA and leading on correspondence with pension providers
- Supporting the Alliance team with ad-hoc financial queries

Budgeting and forecasting

- Working with the Senior Management Team to produce annual and long-term headline budgets
- Supporting budget holders with the preparation and management of departmental budgets, in accordance with the headline budget, for approval by the Senior Management Team, Finance and Audit Committee and Board
- Working with budget holders to undertake a quarterly reforecast of the annual budget for their area(s) of responsibility and reporting collectively to the Senior Management Team for review/approval

SCOPE OF WORK

Month end reporting

- Production and provision of monthly management accounts to the Senior Management Team
- Production and provision of monthly management accounts to budget holders for their area(s) of responsibility
- Committee/Board reporting and financial strategy
- Production and provision of management accounts, budget forecasts and reports to the Finance and Audit Committee, provide advice on financial strategy
- Production and provision of management accounts, budget forecasts and reports to the Board, provide advice on financial strategy

Year end and Audit

- Complete end of year processes including return of P11D and tax paperwork and the end of year return for the LPP defined benefit pension fund
- Production, approval and submission of annual statutory accounts
- Plan and manage the annual audit and reporting to Finance and Audit Committee and Board

Regulatory reporting

- VAT returns
- Financial statements
- Companies House
- Pension schemes
- Corporation tax

SCOPE OF WORK



Please provide:

- A short overview of relevant experience
- CVs or biographies for those who would lead and deliver the work
- An outline of your approach to delivering the scope of work
- A quote for services including all associated costs and expenses

Submissions should be sent to recruitment@sportandrecreation.org.uk by 1pm on Monday 27th July.

Shortlisted applicants will be invited to interview for week commencing 3rd August.

SUBMISSION **REQUIREMENTS**

SPORT+ RECREATION ALLIANCE

Sport and Recreation Alliance
137-144 High Holborn
London
WC1V 6PL

For more information, please visit our website:
<https://www.sportandrecreation.org.uk>

Or email us:
info@sportandrecreation.org.uk

